



---

**Re-advertisement**     **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**  
**VICTIM COMPENSATION PROGRAM – MENTAL HEALTH SECTION**  
**FINAL FILING DATE: April 21, 2009 OR UNTIL FILLED**  
**PERMANENT /FULL-TIME**  
**MONTHLY SALARY: \$4,400.00 – \$5,348.00**

---

**DEPARTMENT SUMMARY:**

Are you interested in working for a department where you know the services you provide make a difference? The VCGCB is comprised of approximately 300 employees who help administer the Victim Compensation and the Government Claims Programs. The Victim Compensation Program helps people who have been a victim of crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps members of the public resolve claims against the State. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

**POSITION SUMMARY:**

Under the general direction of the Staff Services Manager I (SSMI), Mental Health Section (MHS), the Associate Governmental Program Analyst (AGPA) performs the more complex analytical staff work; evaluate the effectiveness and appropriateness of mental health treatment; act as a liaison to mental health providers; determine reimbursement of expenses submitted for payment; conduct clinical reviews; and analyze requests for additional mental health benefits.

**ESSENTIAL FUNCTIONS:**

This position assists the SSMI in achieving Program goals and objectives.

- Independently researches demographics and mental health resources within a geographical region, compile and analyze data regarding Program payments to mental health providers in the region, randomly review mental health treatment plans to identify trends and ensure that statutory requirements for Program reimbursement are met, prepare reports of research findings to the SSMI, identify mental health providers whose billing and/or treatment practices appear to be questionable and make recommendations to conduct clinical audits of those providers to the SSMI.
- Under the guidance of the Program's Consulting Psychologist, independently conduct clinical audits of selected for-profit mental health providers and of Non-Profit Provider Agencies (NPA) who have signed Agreements with the Program.
- Draft comprehensive reports on behalf of the Consulting Psychologist and the SSMI, detailing clinical audit findings to Executive Staff, the Office of Audits and Investigations, Program management, and mental health providers.
- Performs the lead analyst role in evaluating Program alternatives and advise MHS management on how best to implement the NPA process.
- Act as a liaison between the Program and the NPA, ensuring that the provisions of the Agreement are followed by both parties and providing feedback on specific claim or billing issues; regulatory requirements of this legal process, including the submission of new and relevant evidence that could not be reasonably available to the Board at the time of the original decision.
- Independently arranges and provides training to the NPA on governing statute, regulations and Program policy.
- Under the guidance of the SSMI, prepare comprehensive analysis and detailed written reports on claim status requests from NPA and for-profit mental health providers or claimants.
- Independently analyze and evaluate Additional Treatment Plans submitted by mental health professionals, and make recommendations to allow, limit or terminate authorization for mental health services that exceed the claimant's mental health session limit.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. \*\*Position subject to SROA and Re-employment List policies and procedures. \*\*



- Provide independent consultation services to Program staff on mental health treatment issues and loss of income based on a mental health diagnosis.
- Communicate verbally and in writing with law enforcement and a variety of other agencies and/or individuals to provide information and to identify reimbursement sources for claimed medical/mental health, income/support, funeral/burial and or rehabilitative expenses.
- Prepare a written summary and recommendation to allow a claimed expense based on the available information and Program policies, procedures, and statutes for submission to the Board.
- Independently evaluate and process complex claims involving MHS criteria review issues such as dire or exceptional additional mental health treatment requests, inpatient psychiatric hospitalization, residential treatment center expenses, and psychological testing.
- Write correspondence to mental health treatment providers seeking clarification of treatment issues and respond appropriately to their responses.
- Determine the nature and extent of injuries/expenses that are related to the qualifying crime; compare diagnosis and treatment provided and verify compatibility with the nature of injury.
- Independently research, analyze and draft summary documents detailing research findings and conclusions on issues relating to, or affecting the Program.
- Compose written guidelines and procedures on MHS policy.

**MARGINAL FUNCTIONS:**

Participate in MHS outreach efforts and delivers excellent customer service when interacting with stakeholders including Victim/Witness Assistance, law enforcement, city and district attorneys, service providers, and victim advocacy organizations to provide information about the Program and specific claim and mental health treatment issues.

- Participate in MHS discussions and meetings, including on-site visits to county Joint Powers locations throughout the State.
- Represent the Program at mental health conferences by attending workshops and/or performing as a lead presenter providing information to the audience on general Program information with an emphasis on the mental health component of Program policy.
- Serve on various committees to represent the MHS regarding mental health issues impacting the Program.

**WHO MAY APPLY:**

Qualified candidates in a reachable rank on an employment list for this classification, currently in this classification, have transfer eligibility or reinstatement rights to this classification. SROA and Surplus candidates are encouraged to apply. In addition to a State Application (Std. 678), candidates must submit a current resume and cover letter. Please indicate **RPA # 09-093** on the State Application. Applications will be reviewed for the most qualified candidates and interviews may be conducted.

**NOTE: If you have previously submitted an application there is no need to submit a new one.**

**SUBMIT APPLICATION TO:**

Victim Compensation and Government Claims Board  
Ashley Boyer/Human Resources Section  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 491-3805

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. \*\*Position subject to SROA and Re-employment List policies and procedures. \*\*